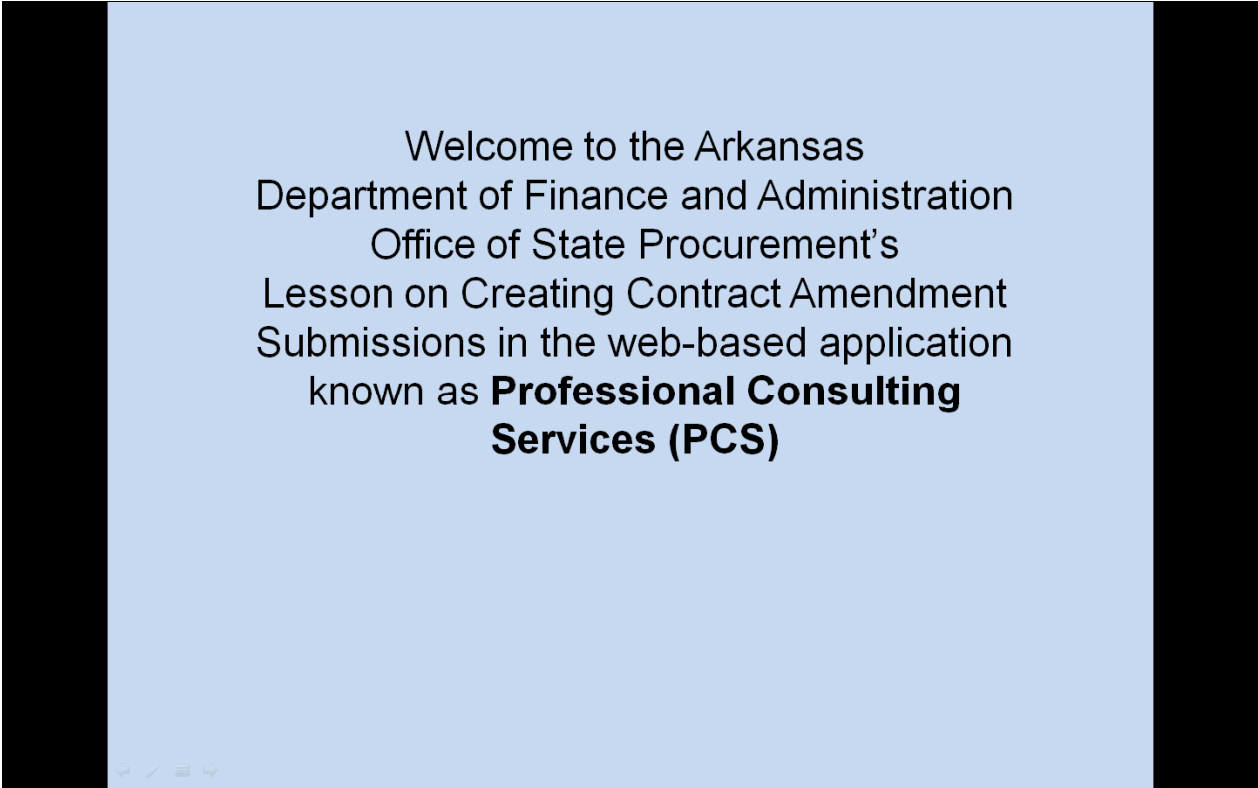


PCS BPP

Procedure

1.




Welcome to the Arkansas
Department of Finance and Administration
Office of State Procurement's
Lesson on Creating Contract Amendment
Submissions in the web-based application
known as **Professional Consulting
Services (PCS)**

2.

Using this lesson:

- This lesson will take approximately 10 minutes. It will continue to play automatically. However, if you wish to pause a screen or navigate to a next or a previous screen, use the VCR-like controls at the bottom of the screen.
- This lesson includes sound, but all of the information is printed on the lesson's screens, so it is not necessary to have sound. If you have sound but do not wish to hear it, click on the sound icon on the controls to mute.
- Use the Hide Steps buttons on the controls to either Hide or Restore Steps.



3.

Arkansas Department of Finance and Administration

[Arkansas.gov](#)
[Agencies](#) | [Online Services](#) | [State Directory](#)

[A+](#) | [A-](#) | [Text](#) | [Print](#)

DFA Arkansas Department of Finance and Administration

[Home](#)

[Contact Us](#)

Office of State Procurement

Professional Consulting Services

Select an option to begin the process

- [Enter New Contract/Amendment](#)
- [Reports](#)

Home

- [Offices](#)
- [Businesses](#)
- [Citizens](#)
- [Government](#)
- [DFA Employees](#)
- [News & Events](#)

Online Services

- [License Plate Renewal](#)
- [Arkansas Taxpayer Access Point](#)
- [Arkansas Motor Carrier System](#)
- [Income Tax Refund Inquiry](#)
- [Child Support WebPlay](#)
- [Arkansas State Surplus](#)
- [Child Support Employer Portal](#)

Stay Informed

- [RSS Feeds](#)

Department of Finance and Administration

1509 West 7th Street

Little Rock, AR 72201

[Google Map](#)

[Accessibility](#) | [Privacy](#) | [Security](#) | [Acceptable Use](#)

Copyright © 2009 State of Arkansas. All Rights Reserved.

4. Click Enter New Contract/Amendment link label [Enter New Contract/Amendment](#)



Enter the Professional Consulting Services (PCS) website address in your web browser. The PCS screen will appear. Note that the web access will be provided to your agency when the application goes into production. Click on Enter New Contract/Amendment to continue.

5. Click Agency: Dropdown box. Select your 4-digit business area. Note: Business area 0710 will bring up an additional field so you can select your division.

6. Click 0520 / Department of Career Education - Arkansas Rehabilitation Services list item

[0520 / Department of Career Education - Arkansas Rehabilitation Services](#)

7. Type "4500012345" in the Contract Number: * text box . For AASIS users, this should be the number assigned by AASIS for the outline agreement or purchase order. For Reporting Agencies that are not on AASIS, provide a "RA" number unique to the Agency. Note: Do not enter the contractor's FEIN or SSAN.

8. Click the Method of Procurement dropdown box.

The procurement method of the original contract shall follow throughout the life of the contract, including any amendments.

9. Click Sole Source by Law list item [Sole Source by Law](#)

10. Is this an Amendment? * ☒ Yes ☐

Choose the radio button "Yes" if this is for an amendment. If this is an amendment, you must include the original contract and all of its exhibits and attachments, and previous amendments.

11. Click 1 list item [1](#)



Click the amendment number included with this contract. In this case one.

12. Click Reason for Amendment. Select "Additional Funds".

Use Control + Click to select more than one reason.

13. Shift + Click Date Extension list item [Date Extension](#)

Amendment reason may include but is not limited to changes in scope, dollar amount and contract item.

14. Click in the "New Contract Expiration Date" field. This action will bring up a calendar.

Choose the year first.

15. Click 2011 list item [2011](#)

16. Click the month field

17. Click the month. [Jun](#)

18. Click the day of the month. .

19. As required, complete/review the following fields:

Field	R/O/C	Description
\$	Required	Example: 30000
\$	Required	Example: 1200

20. Click State check box ☐ **State**.

Funding is the source of funds to pay for services rendered. Check all that apply. The source of funds change in an amendment to an existing PCS contract, the new source of funds must be listed and the percentages in the Funding Detail recalculated. It is the agencies responsibility to ensure the funding codes are correct and that funds are available.

21. Click Yes radio button ☒ **Yes**.

Non-exempt contracts over \$25,000 requires Legislative Review. Other contracts may be reviewed upon request by checking "Yes".

22. As required, complete/review the following fields:

Field	R/O/C	Description
*	Required	Example: https://dev.ark.org/dfa/pcs_contract_reporting/index.php?ina_sec_csrf=a9043e3253bbb746865571ff7ec6234a&do:newContractForm=1

23. Type 100 in the "state fund" field..

Designate in the spaces provided the percentages (up to 3 decimals) from Federal, State, Cash, Trust, and Other funds to be used in payment. Indicate the specific source of any Federal, Cash, Trust or Other Funds Used. ARRA funds should be listed under Federal.

24. Click Contractor Name: * text box .



The contractor (vendor) name must correspond to the legal name of the provider(s) as opposed to the "doing business as" (d.b.a.) or "remit to" name. Contractor name is limited to 128 characters

25. As required, complete/review the following fields:

Field	R/O/C	Description
-------	-------	-------------

Field	R/O/C	Description
Contractor Name: *	Required	Example: Harry Potter
	Required	Example: 10000001
*	Required	Example: #4 Privet Dr.
Contractor City: *	Required	Example: England

26. Click Arkansas list item **Arkansas**.

27. Type "70180" in the Contractor Zip Code: text box.



Contractor city, state and zip code are also required fields. If you choose "International" in the "Contractor State" field the zip code field will disappear.

28. Click Asian list item **Asian**.

Minority is defined by the Arkansas Code as "black or African American, Hispanic American, American Indian or Vative American, Asian, and Pacific Islander". Women owned businesses are not recognized as a minority of the State of Arkansas.

29. Type "Marc Anthony" in the Contact Name: * text box .

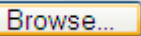


Enter all of the required Agency Contact information such as their name, phone number, primary Email address and the email address again for verification. The contact name is the name of the person in your agency most familiar with the contract in case an approving agency needs to contact someone with questions. This person will be the sole contact with OSP, ABA, or Legislative Bureau Program person listed in the contract.

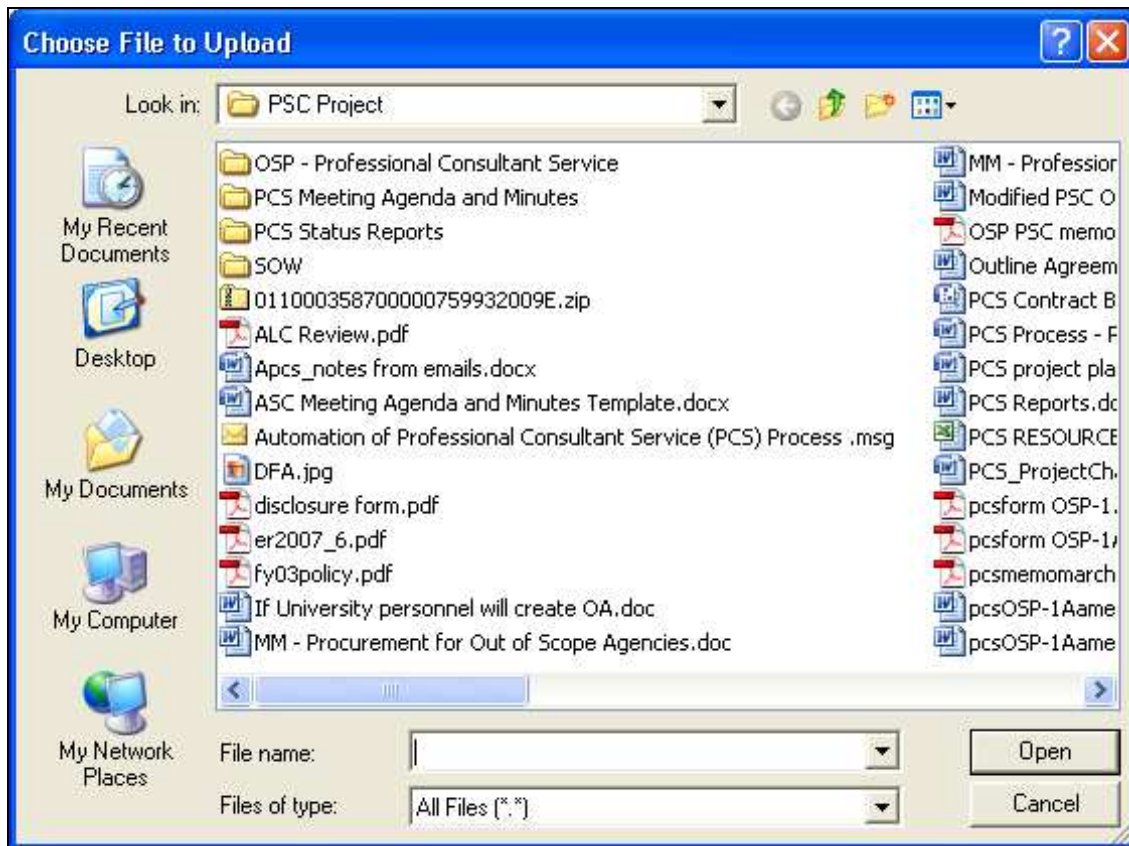
30. As required, complete/review the following fields:


Field	R/O/C	Description
	Required	Example: 5-015-5506
Primary Email Address: *	Required	Example: marc.anthony@arkansas.gov

Field	R/O/C	Description
*	Required	Example: https://dev.ark.org/dfa/pcs_contract_reporting/index.php?ina_sec_csrf=a9043e3253bbb746865571ff7ec6234a&do:newContractForm=1

31. Click the Browse icon to locate and attach your supporting documentation. .

Choose File to Upload



32. Once you have located your supporting documentation, double click on the list item to attach.  disclosure form.pdf .

Arkansas Department of Finance and Administration

Agency Contact Information

Contact Name: *

Contact Phone Number: *
XXX-XXX-XXXX

Primary Email Address: *

Primary Email Address Verification: *

Secondary Email Address:

Secondary Email Address Verification:

Attachments

Acceptable File Types: PDF (*.pdf), MS Word (*.doc, *.docx), MS Excel (*.xls, *.xlsx)

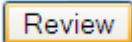
Supporting Documents:

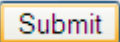
Home
Offices
Businesses
Citizens
Government
DFA Employees
News & Events

Online Services
License Plate Renewal
Arkansas Taxpayer Access Point
Arkansas Motor Carrier System
Income Tax Refund Inquiry
Child Support WebPay

Stay Informed
 RSS Feeds

Department of Finance and Administration
1509 West 7th Street
Little Rock, AR 72201
Google Map

33. Click Review button .

34. Click Submit button .



At this screen you may elect to "Go Back" to make changes or you may "Submit" your document.

Arkansas Department of Finance and Administration

Home Contact Us

Office of State Procurement

Professional Consulting Services > New Contract > Complete

This contract has been submitted.

Contract Information

Agency: 0520 / Department of Career Education - Arkansas Rehabilitation Services

Contract Number: 4500012345


Method of Procurement: Sole Source by Law

Is this an Amendment? Yes

Amendment Number: 1

Reason for Amendment: Additional Funds, Date Extension

New Contract Expiration Date: 06/30/2011

35.  You will receive a message that the contract has been submitted. Email notification of new

contracts/amendments will be sent, in bulk, once a day to the OSP/PCS general email.

If this is an ABA contract an email notification will be sent straight to ABA.



If you have any comments or questions, please contact the Office of State Procurement at 501-342-9316.